



- Toledo Real Estate Office / 2460 N. Reynolds Road / Toledo, Ohio 43615 / 419 535-0011, Fax 419 535-7571
- Maumee Real Estate Office / 1677 Lance Pointe Rd. / Maumee, Ohio 43537 / 419 891-0888, Fax 419 891-1092
- Bowling Green Office / 1224 W. Wooster St., Suite B / Bowling Green, Ohio 43402 / 419 352-6565, Fax 419 352-2654
- Napoleon Real Estate Office / 1006 Dodd Street / Napoleon, Ohio 43545 / 419 592-7653, Fax 419 592-7021
- Oregon Real Estate Office / 4728 Navarre Avenue / Oregon, Ohio 43616 / 419 698-5370, Fax 419 754-1408
- Swanton Real Estate Office / 131 East Airport Hwy. / Swanton, Ohio 43558 / 419 825-2299, Fax 419 825-2209
- Port Clinton Real Estate Office / 136 Madison St. / Port Clinton, Ohio 43452 / 419 732-0484, Fax 419 732-0542
- Defiance Real Estate Office / 905 North Clinton Street / Defiance, Ohio 43512 / 419 782-8216, Fax 419 782-0989
- Wauseon Real Estate Office / 131 North Fulton St. / Wauseon, Ohio 43567 / 419-335-5170, Fax 419-335-5237



Consumer Guide to Agency Relationships

We are pleased you have selected Welles Bowen Realtors to help you with your real estate needs. Whether you are selling, buying or leasing real estate, Welles Bowen Realtors can provide you with expertise, assistance, and representation. Because this may be the largest financial transaction you will enter into, it is important to understand the role of the agents and brokers with whom you are working. Below is some information that explains the various services agents can offer and their options for working with you.

Ohio law requires that we furnish you with this information and ask that you sign below acknowledging receipt of this consumer guide. For more information on agency law in Ohio you can also contact the Ohio Division of Real Estate & Professional Licensing at (614) 466-4100, or at its website www.com.state.oh.us.

Sellers

Most sellers of real estate choose to list their home for sale with a real estate brokerage. When they do so, they sign a listing agreement that authorizes the brokerage and the listing agent to represent their interests. This is referred to as **seller's agency**. As the seller's agent, the brokerage and listing agent must: follow the seller's lawful instructions, be loyal to the seller, promote the seller's best interests, disclose material facts to the seller, maintain confidential information, act with reasonable skill and care, and account for any money they handle in the transaction. A listing broker may offer **subagency** to other brokerages which would also represent the seller's interests and owe the seller these same duties. Welles Bowen Realtors practices **seller's agency** and **subagency**.

Purchasers

When purchasing real estate, purchasers usually choose to work with a real estate agent as well. Often the purchasers want to be represented in the transaction. This is referred to as **buyer's agency**. A brokerage and agent that agree to represent a purchaser's interest in a transaction must: follow the purchaser's lawful instructions, be loyal to the purchaser, promote the purchaser's best interests, disclose material facts to the purchasers, maintain confidential information and account for the money they handle in the transaction. Welles Bowen Realtors practices **buyer's agency**.

As a purchaser, you may also choose to represent yourself on properties Welles Bowen Realtors has listed. In that instance Welles Bowen Realtors will represent the seller and you would represent your own best interests. Because the listing agency has a duty of full disclosure to the seller you should not share any information with the listing agent that you would not want the seller to know.

Dual Agency

Occasionally the same agent and brokerage that represent the seller also represent the purchaser. This is referred to as **dual agency**. When a brokerage and its agents become "dual agents", they must maintain a neutral position in the transaction. They may not advocate the position of one client over the best interests of the other client, disclose any confidential information to the other party without written consent, or negotiate to the detriment of either party. In addition, they will treat both parties honestly, prepare and present offers at the direction of the parties, and help the parties fulfill the terms of any contract. Welles Bowen Realtors practices **dual agency**.

If dual agency occurs you will be asked to consent to it in writing. If you do not agree to your agent acting as a dual agent, you can ask that another agent at Welles Bowen Realtors be assigned to represent you or you can seek representation from another brokerage.

Terms on Reverse side: The terms and conditions on the reverse side, including but not limited to, a statement as to **Split Agency, Working With Other Brokerages, the Fair Housing Statement** and the **Responsibilities Of The Parties** are a part of this agreement.

Receipt of Consumer Guide			
_____ Name (Please Print)	_____ Name (Please Print)		
_____ Signature Date	_____ Signature Date		
12/17/2004			

Split Agency

On occasion, the purchaser and seller will each be represented by two different agents from the same brokerage. In this case the agents may each represent the best interest of their respective clients and the brokerage will be considered a "dual agent" of both parties. This is referred to as **split agency**. This means the brokerage and its managers will maintain a neutral position and not take any actions that will favor one side over the other. Welles Bowen Realtors practices **split agency**.

If a management-level licensee either personally represents the purchaser or seller or is the purchaser or seller on an in-company transaction, the management-level licensee will only represent his client or himself. The purchaser and seller will acknowledge this relationship on the Agency Disclosure Statement. Welles Bowen Realtors will still supervise both agents to assure that their respective clients are being fully represented and will protect the parties' confidential information.

Working with Other Brokerages

When Welles Bowen Realtors lists property for sale it cooperates with all other brokerages on an equal and consistent basis regardless of representation unless authorized not to do so by our client. This means Welles Bowen Realtors and its agents will make its listings available to other brokerages to show, provide information that is not confidential, and present all offers in a timely and objective manner.

Welles Bowen Realtors will offer compensation to subagents of the Seller, agents for the Purchaser, or a dual agent in the amount authorized by the seller. As a seller, you should understand that just because Welles Bowen Realtors shares a fee with a brokerage representing the purchaser, it does not mean that you will be represented by that brokerage. Instead that company will be looking out for the purchaser and Welles Bowen Realtors will be representing your interests.

When acting as a Purchaser's agent, Welles Bowen Realtors will seek its compensation from the Seller or its representative, unless otherwise specifically provided for in writing by the Purchaser.

Fair Housing Statement

It is illegal, pursuant to the Ohio Fair Housing Law, division (H) of section 4112.02 of the Revised Code and the Federal Fair Housing Law, 42 U.S.C.A. 3601, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services. It is also illegal, for profit, to introduce or induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

Responsibilities of the Parties

The duties of the agent and brokerage in a real estate transaction do not relieve the purchaser and seller from the responsibility to protect their interests. The agent and the brokerage are qualified to advise on real estate matters. If legal or tax advice is desired, you should consult the appropriate professional. When you are ready to enter into a transaction, you will be given an Agency Disclosure Statement that specifically identifies the role of the agents and brokerages. Please ask questions if there is anything you do not understand.